

CLASS TITLE: Construction Coordinator - O'Hare

CHARACTERISTICS OF THE CLASS: Under direction, coordinates construction activities so as to facilitate normal airport operations; and performs related duties as required.

EXAMPLES OF DUTIES: Reviews plans and schedules for airfield construction; evaluates the potential adverse impact of construction on aircraft operations and initiates action to revise schedules and alleviate the disruption caused by construction activities; reviews plans for the construction of facilities in order to determine material requirements for on-going maintenance services; develops appropriate criteria for providing maintenance staffing; ensures that aircraft operators are informed of restrictions imposed by construction activities; attends committee and task force group meetings regarding construction activities to provide information regarding the coordination of construction activities; prepares work related reports.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience. Five years of progressively responsible experience in managing and coordinating construction operations including at least two years in a supervisory capacity or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Considerable knowledge of the impact of construction on aircraft operations and effective methods for alleviation of negative impact; considerable knowledge of facility maintenance and staffing requirements based on a review of facility construction plans; good knowledge of aircraft restrictions resulting from construction activities.

Ability to exercise good judgment in evaluating situations and making decisions; ability to deal effectively with City and airline employees; ability to coordinate aircraft operations and construction activities.

Working skill in interpersonal relations and communication; working skill in performing the managerial functions of planning, coordinating and controlling; working skill in evaluating the adverse impacts of construction activities on aircraft operations.